



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

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Secretary of Natural Resources

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MEMORANDUM

TO: Local Government Officials, Recycling Program Managers, and Litter Prevention Managers

FROM: R. Allan Lassiter, Jr.
Environmental Program Manager

DATE: May 1, 2004

SUBJECT: Litter Prevention and Recycling Grant Application Notification
Deadlines for Submittal of Applications

The FY 2004-2005 non-competitive grant application for localities is now available from the DEQ web page, www.deq.state.va.us/recycle. Click on the **Forms** link, and download the following file to your computer: **Litter Prevention and Recycling Grant Application for FY 2004-2005**. Please note that this is a combined application packet that includes the following materials: Guidelines for Non-Competitive Litter Prevention and Recycling Grants, Contract Page for Litter Prevention and Recycling Grant for Single-Locality Programs (DEQ-LPR-1A), Contract Page for Litter Prevention and Recycling Grant for Cooperative Programs (DEQ-LPR-1B), and the Performance and Accounting Report (DEQ-LPR-3). All counties, cities, and towns in the Commonwealth are eligible for these grant funds. If your locality is a participant in a Cooperative Program, only the Coordinating Agency needs to submit an application

NOTE DEADLINES FOR SUBMITTAL OF FORMS

Completed application forms must be submitted to DEQ (postmarked) by the following dates:

Non-Competitive Grant Application (DEQ-LPR-1A/1B) no later than June 30, 2004; and

Performance and Accounting Reports (DEQ-LPR-3) no later than August 31, 2004.

If you have any problems downloading the forms, please contact Steve Coe (804-698-4029) or Bill Norris (804-698-4022). Note that these forms are not inter-active; you must download them to your computer as a Word or PDF file. You may then complete them on your computer and print them, or print the blank forms and complete them by hand. All applications require a signature, thus must be mailed to DEQ for processing; no electronic submissions can be accepted at this time.

As of this date, funding for FY 2005 has not been confirmed. If funding is available at the FY 2004 appropriation level then, for the upcoming grant cycle, each town applying as a Single Locality Program will receive a minimum grant amount of **\$500**, and the minimum grant amount for each town participating in a Cooperative Program will be **\$1,000**. Please remember that the designated Coordinating Agency will receive the total grant amount for Cooperative Programs.

Your individual grant amounts will be calculated after **July 1, 2004**, and will be based on the total amount allocated for use for non-competitive grants and the number of localities applying for grants. This means we are unable to provide you with the exact amount of your individual grant at this time. Once we receive both portions of your completed application, we will advise you individually of the amount of your grant in the award notification letter.

At its quarterly meeting in March, the Litter Control and Recycling Fund Advisory Board voted to rescind the 25% Carry Forward Policy restriction on left over funds from FY 2004 non-competitive grants for FY 2005. The Performance and Accounting Report forms have been revised to reflect this change. Any questions on completing the Performance and Accounting Reports should be addressed to Steve Coe (804-698-4029) or Bill Norris (804-698-4022).

Please submit (determined by postmark) your completed application forms as follows:

Non-Competitive Grant Application (DEQ-LPR-1A/1B) no later than June 30, 2004;

Performance and Accounting Reports (DEQ-LPR-3) no later than August 31, 2004.

TO: Litter Prevention and Recycling Grant Program
Department of Environmental Quality
P.O. Box 10009
Richmond, Virginia 23240-0009

If you or your staff have any questions, please contact:

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Steve Coe at (804) 698-4029

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